

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS

A meeting of the Board of Governors of the College was held at **4.00 p.m.** on **Wednesday 25th March 2015** in **the Conference Room** at **the College**.

Present:

John Crowley (Chair)

Richard Ainscough (Vice-Chair)

Matthew Ainge

Officer in attendance:

Charu Ainscough (left meeting 5.25 p.m.)

James Beetham

Paul Vaughan

Nick Burnham

John Calvert (left meeting 5.15 p.m.)

Peter Halpin

Len Hampson

Adrian Metcalf

Bill Noblet

Harry Rawcliffe

Helen Seechurn

Father Tim Sullivan

Peter Towers

Andrew Wygladala

Sue Richmond

Joe McNamara (Clerk to the Governing Body)

Apologies for absence were received and accepted from:

Zulekha Dala

Justine Barlow

Katie O'Reilly

Father Luiz Ruscillo

The Chair opened the meeting with a prayer

MINUTES

Members were reminded that if any member of the Board of Governors has any personal or pecuniary or related interest, direct or indirect, in any contract, proposed contract, or other matter, that member must disclose the existence of that interest to the Board and shall withdraw from the meeting while the contract, proposed contract, or other matter is under consideration by the Board.

No such interests were disclosed.

Prior to the formal commencement of the meeting, members received a presentation on Student Destinations from the Careers Manager.

The presentation covered:

- Student destinations for the 2011/12, 2012/13 and 2013/14 academic years which clearly indicated the high percentage of students (76% in 2013/14) that leave College to enter University/HE courses of study.
- Data relating to the total applications made by the year 13 cohort (and total number of acceptances) for Higher Education courses of study.
- Oxbridge and Competitive course data.
- Apprenticeship/Employment Destinations data.
- Level 2 Destinations data.

The presentation was followed by a question and answer session.

Members were advised that further documentation related to the presentation by the Careers Manager had been uploaded to Office 365.

The Chair, on behalf of members, warmly thanked the Careers Manager for her important presentation.

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Board held on Wednesday 10th December 2014 were accepted as a correct record and signed by the Chair (file copy entered).

2. **SECTION 'A' ITEMS**

1/A/BG(3.15)

COLLEGE EVENTS: INVITATIONS TO GOVERNORS

Received: **DOCUMENT 1/A/BG(3.15)** (file copy entered).

Members received details of future College events they might wish to attend.

2/A/BG(3.15)

RE AND CHAPLAINCY REPORT

Received: **DOCUMENT 2/A/BG(3.15)** (file copy entered).

3. **SECTION 'B' ITEMS**

1/B/BG(3.15)

MATTERS ARISING FROM THE MINUTES

(any such matters were included as main agenda items)

GOVERNANCE

2/B/BG(3.15)

COMPOSITION OF THE BOARD OF GOVERNORS OF THE COLLEGE AND OF COMMITTEES OF THE BOARD

Received: **DOCUMENT 2/B/BG(3.15)** (file copy entered) and oral report from the Clerk to the Governing Body.

Appointment of Foundation Governor

Members agreed to support the recommendation from the Search Committee related to the proposed appointment of **Dr. Penelope Dineen** to fill the vacant position on the Governing Body and to submit her application formally to the Bishop.

Action: **Clerk to the Governing Body**

Link Governors

Members agreed the list of Link Governors as contained in the agenda paper.

With regard to the appointment of a Link Governor for Health and Safety, members were asked by the Chair to contact the Clerk if they were prepared to undertake responsibility for this role.

New Student Governors

Members were advised that **Hannah Ashton** and **Martha Horton** had been nominated by the College Students' Union to serve the Governing Body as Student Governors for the period 1st April 2015 until 31st March 2016.

Members accepted these proposed nominations.

3/B/BG(3.15)

COLLEGE SELF-ASSESSMENT REPORT (SAR) 2014/15

To formally record that members received and considered the SAR at the SMT/Governors' Conference on 6/7 February 2015 and agreed, unanimously, to support the Report

4/B/BG(3.15)

COLLEGE STRATEGIC PLAN (2013-2016): UPDATE REPORT ON PROGRESS RELATED TO KEY OBJECTIVES/INDICATORS

Received: DOCUMENT 4/B/BG(3.15) (file copy entered) and oral report from the Principal.

Members received details related to four (4) Strategic Plan Priorities and noted, inter alia:

- that the College continues to celebrate the liturgical year with well attended Advent and Lent Vigils. Members were also advised of the increased numbers at Wednesday Mass in the College Chapel;
- that the 2015 Department for Education League Tables placed the College joint 4th of all Further Education Colleges for 'A' Level progress;

- that at a recent visit, the College's 'Critical Friend' moderated the Lesson Observation process. He confirmed a high degree of consistency and reported that the vast majority of the teaching and learning observed was Good with some Outstanding features;
- that the January Students' Perception of Course Surveys demonstrated a very high level of satisfaction from students with their experience. Year 12 student were 92% positive to all questions and year 13 91% positive;
- that College student retention was currently very high at 97% and student attendance also high at 94%;
- that the College's first two degrees launched through the Caxton Group and accredited by Middlesex University have been approved for delivery in September 2015.

School Direct continues to recruit well with 25 new PGCE students now set to start their careers with the College;

- that with regard to the long-term financial future of the College, the College has exceeded its targets set in the College Strategic Plan. The growth in student numbers, the control of non-pay costs and measures to control staffing costs have resulted in the indicative figures for College income and expenditure over the medium term being considerably more positive than previously reported to Governors.

5/B/BG(3.15)

**GOVERNANCE SELF- ASSESSMENT (SAR) 2014/15:
UPDATE REPORT**

Received: **DOCUMENT 5/B/BG(3.15)** (file copy entered) and oral report from the Clerk to the Governing Body.

Members noted that the objectives and aims included in the Plan were being addressed.

6/B/BG(3.15)

RISK MANAGEMENT: UPDATE REPORT

Received: **DOCUMENT 6/B/BG(3.15)** (file copy entered). Members noted that the risk scores had not altered significantly since the last meeting of the Governing Body. Members considered the key risks and the action being taken to address those risks.

In the ensuing discussion, the following points were recorded:

- that with regard to risks related to Health and Safety, should this not be the responsibility of the Finance and Premises Committee rather than, as at present, the responsibility of the Staffing and Remuneration Committee?

This matter should be considered further at the next meeting of the Audit Committee.

- In answer to a Governor query about the responsibilities of Lead Committees related to risks, the Chair of the Audit Committee advised that this matter had been considered in detail at the last meeting of the Committee. It had been suggested that Risk Owners could be invited to attend meetings of Committees to discuss key risks related to that Committee, thus providing Committee members with a better insight into risk areas. The discussion would include the nature of risk, the basis for risk scores, the operation and effectiveness of key controls and any actions in progress. It was felt that such discussions would inform the relevant Committee as to whether additional assurance was necessary.

In this connection, it was agreed that such presentations to Committees would be most helpful and should be organised as soon as possible.

Action: **Director of Corporate Resources (Bob Deed)**

7/B/BG(3.15)

CALENDAR OF MEETINGS OF THE BOARD AND OF COMMITTEES OF THE BOARD: 2015/16

Received: **DOCUMENT 7/B/BG(3.15)** (file copy entered) and oral report from the Clerk to the Governing Body.

Agreed: to accept the proposed Calendar of Meetings for the 2015/16 academic year.

8/B/BG(3.15)

REVISED INSTRUMENT AND ARTICLES OF GOVERNMENT

Members were advised by the Clerk to the Governing Body that the Trustees had now accepted the final copy of the revised Instrument and Articles of Government and that a copy would be received shortly from the Catholic Education Service for formal acceptance by the Board of Governors of the College.

FINANCE AND PREMISES

9/B/BG(3.15)

MANAGEMENT ACCOUNTS TO 28 FEBRUARY 2015

Received: **DOCUMENT 9/B/BG(3.15)** (file copy entered) and oral report from the Chair of the Finance and Premises Committee.

Members were aware that the Management Accounts had been considered in detail at the meeting of the Finance and Premises Committee held on 4th March 2015. Comments and recommendations from that Committee were contained in the minutes which would be received later at this meeting of the Board under agenda item 15/B(v).

Members considered the summary Income and Expenditure Account and the Balance Sheet and noted the strong cash balance and current ratio details.

In conclusion, members considered the appendices to the Document covering:

- Capital Expenditure
- Cash Flow Forecast
- Treasury Management

In answer to Governor queries relating to the effectiveness of marketing activities, the Principal advised that various additional activities were being tested including billboard and local radio advertising.

10/B/BG(3.15)

PROPERTY STRATEGY: UPDATE REPORT

Received: **DOCUMENT 10/B/BG(3.15)** (file copy entered) and oral report from the Chair of the Finance and Premises Committee.

Members were aware that the Property Strategy had been considered at the meeting of the Finance and Premises Committee held on 4th March 2015. Comments from that meeting are contained in the minutes to be received later at this meeting of the Board of Governors under agenda item 15/B(v).

In relation to the Phase 3 development, members noted the key dates related to the Project with the overall planned completion date of 28th August 2015. It was further confirmed that the total costs for the project would be of the order of £2,965,091 and that these costs had been included in the budget and financial forecasts.

Members were advised that the Risk Register for the Project continued to be reviewed and updated on a regular basis.

Agreed: to support the recommendation of the Finance and Premises Committee and approve:

- **St. Mary's Remodelling Works at a projected cost of the order of £550,000;**
- **costs of the order of £95,000 to complete planned summer building and related works.**

Members also agreed to expenditure of the order of £18,000 related to the provision of hard surfacing to the courtyard area between the St. Francis and St. Mary's buildings.

11/B/BG(3.15)

BUDGET 2015/16: PROGRESS TO DATE

Received: **DOCUMENT 11/B/BG(3.15)** (file copy entered).

Members were aware that full presentations on this item had been received and considered at the SMT/Governors' Conference on 6/7 February 2015 and at the meeting of the Finance and Premises Committee held on 4th March 2015. Comments from the latter meeting are contained in its minutes to be received later at the meeting of the Board under agenda item 15/B(v).

Members fully understood that the College is preparing for a significant reduction in recurrent grant after 2015/16. Moreover, the Sixth Form College sector is anticipating continued financial stringency after the election with increased cost pressures and funding reductions.

Members noted the indicative income and expenditure figures and were aware that the proposed 2015/16 Budget would be presented for consideration at the meeting of the Finance and Premises Committee scheduled to take place on Wednesday 17th June 2015. A recommendation from that Committee would be considered at the meeting of the Board of Governors scheduled to take place on Wednesday 1st July 2015.

12/B/BG(3.15)

REVIEW OF COLLEGE FINANCIAL REGULATIONS

Received: **DOCUMENT 12/B/BG(3.15)** (file copy entered).

Agreed: to accept the recommendation from the Finance and Premises Committee and adopt the revised College Financial Regulations.

MANAGEMENT

13/B/BG(3.15)

PRINCIPAL'S REPORT

Received: DOCUMENT 13/B/BG(3.15) (file copy entered) and oral report from the Principal.

Members noted the following points, inter alia:

- a full update report on the 2015 DFE Performance Tables and were very pleased to note the outstanding performance of the College as evidenced in those tables.

Members were advised that in line with the new funding methodology, the tables place more emphasis on the Average Points per Entry Measure rather than the Average Points per Student measure. Members were also aware that the College has a much lower entry criteria for 'A' levels than many other Colleges, particularly those in our locality;

- that with regard to the additional (one-off) funding the College recently received from the Education Funding Agency (EFA), this will be utilised to bring forward any significant expenditure from the next few years, mainly in Estates and IT Services, in order to protect the future budgetary situation. College Management also intends to increase expenditure in Marketing to ensure the conversion of current student applications and to encourage more applicants in future years.

In connection with the above, members agreed to the Principal's request to support additional expenditure of £20,000 on Staff Development and £54,000 on Marketing.

In answer to a Governor query related to student applications for the 2015/16 academic session, the Principal advised that to date these are marginally

below last year's overall total but are expected to be in line with last year when applications close.

Members expressed some concern related to the fall in applications from Partner and Associate Schools though noted that most of the fall is balanced by a significant increase in applications from schools from further afield as indicated in the table contained in the Principal's Report.

REPORTS

14/B/BG(3.15)

TO RECEIVE MINUTES OF MEETINGS OF COMMITTEES OF THE BOARD OF GOVERNORS

(Members of the Governing Body will find in these minutes points related to some of the main agenda items indicated above. Additionally, the Chair of a Committee may wish to raise items for discussion, or confirmation, included in the minutes being received

- **Curriculum, Quality and Standards – meeting 21.1.15**
- **Staffing and Remuneration – meeting 4.2.15**
- **Search – meetings 19.11 and 10.12.14 and 4.2.15**
- **Audit – meeting 11.2.15**
- **Finance and Premises – meeting 4.3.15**

Received: DOCUMENTS 14/B(i)-(v)/BG(3.15) (file copies entered).

Members received oral reports, as appropriate, from Committee Chairs and formally accepted the Committee minutes and the recommendations contained therein.

Recommendations not already included as agenda items in the agenda for this Board meeting included the Committee recommendations to the Board of Governors to accept the following Policies which had been the subject of consideration at the Committee:

Staffing and Remuneration Committee

Staff Development Policy

Curriculum, Quality and Standards Committee

Assessment Policy

Complaints Procedure

Teaching and Learning Policy

STUDENT MATTERS

15/B/BG(3.15)

REPORT FROM STUDENT GOVERNORS ON CURRENT ISSUES AFFECTING STUDENTS

Members received an oral update report from the Student Governors relating to the continuing work of the College Students' Union.

Items included the following:

- Continuing work on sustainability
- Discussions on the impending General Election to be held with local politicians
- Continuing charitable activities organised by the Union.

In conclusion, the Student Governors were of the opinion that College students were very happy with their College experience though it was hoped that additional private study areas for students could be made available in the near future.

The Chair thanked the Student Governors for their informative presentation. He also on behalf of members, congratulated the Student Governors' in relation to their excellent contribution to the work of the Governing Body during their term of office and offered them every good wish for their futures.

CHAIR'S MATTERS

17/B/BG(3.15)

REPORT FROM THE CHAIR

Received:

An oral report from the Chair in which he informed members about an important Sixth Form Colleges Association (North West) Group whose recent minutes included information and advice related to Ofsted Inspections and the new Pay Progression initiative. He is of the opinion that we should have a representative from our Board at future meetings of this Group.

4. DATE AND TIME OF NEXT MEETING

The next ordinary meeting of the Board of Governors is scheduled to be held at **4.00 p.m. on Wednesday 1st July 2015 in the Conference Room at the College.**